

December 17, 2007: PROCESSING YEAR-END EXPENSES AND OBLIGATIONS

Dear
Colleague:

As you conduct the year-end review of your 2007 MRA budget over the course of the next two weeks, we are pleased to have the opportunity to review with you the regulations and/or procedures governing advance payments and end-of-year obligations.

Advance Payment of an Expense

The following expenses to be incurred support of the operation of your congressional office during 2008 are the only expenses eligible for advance payment, i.e., payment from your 2007 MRA:

- Monthly cellular and cable service (Comcast, DIRECTV, Charter Communications, etc) plans;
- Authorized insurance premiums;
- Newspaper and periodical subscriptions (print and/or online) and radio subscriptions (Sirius, XM, etc.);
- All invoices for

subscriptions received by the Office of Finance through the close of business January 2, 2008, will be charged to your 2007 MRA.

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Subscriptions

beginning on January 1 or 2, 2008, may be paid, at your discretion, from either your 2007 or 2008 MRA. Please clearly indicate on your voucher which MRA such an expense should be charged to.

Note:

Vouchers for the payment of subscriptions submitted on or after January 3, 2008, will be charged to the MRA available on the start date of the subscriptions.

- Original Equipment
Manufacturers' warranties;

- Post-office box
rentals;

- Registration fee in
support of attendance at an education program (seminar, conference, etc.);
and

- Rental/reservation
fee for a booth to be used as a constituent information site by your
office.

Obligation of
Funds

Procurement of
equipment, software, and district office
furnishings

In order for the

purchase cost of equipment, software, and district office furnishings to be eligible for payment from your 2007 MRA, the corresponding requisition order must be received by the CAO's Department of Customer Solutions (B-227 LHOB) by close of business on Tuesday, January 2, 2008.

Procurement of office supplies

Orders for supplies
to be purchased at the CAO's Office Supply Service or via special order through the CAO's Department of Customer Solutions must be received in the corresponding office by close of business on Tuesday, January 2, 2008.

Notice of Intent to Obligate 2007 MRA funds

When a circumstance
exists where a Member has been unable to secure sufficient information to commit to a procurement prior to the end of the legislative year, e.g., identification of total amount of funds available for such purpose, unable to complete negotiations with a vendor in a timely manner, etc., the Member may file a "Notice of Intent" to obligate 2007 MRA funds towards the procurement of district office furnishings, equipment, and software. Such a notice must be submitted in writing, over the Member's signature, to the Chief Administrative Officer's Customer Solution Center. Such a notice must be received by the Customer Solution Center by close of business on January 2, 2008, and include the following information:

item(s) to be procured, including quantity, make, model, cost per item, name of vendor and vendor's contact information; and

- Description of the circumstances preventing the obligation of the corresponding funds prior to the close of the 2007 MRA budget year.

If the "Notice of Intent" appears to be in compliance with the applicable regulations and procedures, the CAO will consider the funds to be obligated through March 31, 2008. If the Member has not acted on his intent to obligate such funds by March 31, 2008, he/she shall forfeit the opportunity to do so. To insure that the Member is given every opportunity to act on such an intention, the Member's Office Coordinator shall contact the office on or after February 1, 2008, to review the status of the Member's intention to obligate and the applicable deadline.

January Payroll

Please remember that the compensation to be paid to your employees for duties performed on January 1 and 2, 2008, will be charged to your 2007 MRA.

Payroll actions for the January pay period must be received in the Office of Payroll and Benefits (B-215 LHOB) by close of business on January 15, 2008.

If you have any

questions regarding these regulations and procedures, please contact the Committee at x52061 (majority) or x58281 (minority).

Sincerely,

/s

/s

Vernon J.
Ehlers

Ranking
Member

Robert A.
Brady

Chairman

